

BPA Policy 250-1 (Formerly BPAM 121)

Records of Decision

Enterprise Services – Public Affairs

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250-1.1 Purpose & Background

Establishes BPA's policy, procedures and responsibilities for creating, publishing and retaining BPA Records of Decision (ROD).

250-1.2 Policy Owner

The BPA Administrator, working through the BPA Correspondence Officer and the Public Affairs Office, has overall responsibility for monitoring, evaluating, and approving revisions to this policy.

250-1.3 Applicability

All BPA employees.

250-1.4 Terms & Definitions

- A. **Record of Decision (ROD):** A public document that records and explains the legal basis, policy, and technical reasons for a decision made by the Administrator. A ROD is often issued following a BPA public comment period or following a formal rate setting proceeding. When such a comment period or rate proceeding occurs, the ROD summarizes the public comments, if any, and describes how the comments were considered in the decision. A ROD is typically not issued for day-to-day or routine decisions.
- B. **Comment Period:** The length of time that the public and BPA's interested parties and stakeholders have to provide their suggestions, ideas and/or comments on a proposed decision or action.
- C. **TAC:** Transmittal for Administrator/CEO Action. A defined process in which a document is first reviewed and signed by agency experts, and then sent to the Administrator for final review and official signature before the document is released and/or published.

250-1.5 Policy

RODs are signed by the BPA Administrator/Chief Executive Officer (CEO), submitted in accordance with the Department of Energy (DOE) and the Office of the Federal Register, and made available to the public. RODs are published to BPA's external Web page at: <http://www.bpa.gov/news/pubs/Pages/RODs.aspx>.

250-1.6 Policy Exceptions

None

250-1.7 Responsibilities

- A. **Originating Office:** Creates a draft Record of Decision and then ushers it through all steps of the vetting and approval process. Submits the approved ROD for publication on BPA's external Web site and for storage in the Electronic Records Management System. Assigns a BPA point-of-contact for each ROD.

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- B. **ROD Point-of-Contact:** Available to the general public regarding questions and/or comments related to a specific ROD.
- C. **BPA Correspondence Officer:** Ensures that RODs go through the TAC process, and then are posted, logged, and stored in ERMS. Provides electronic copies of RODs to the library, the Records Management Office, and sends originals back to the Originating Office after the ROD has been posted.
- D. **Help Desk/Information Technology:** Posts RODs on BPA's external Web page and notifies the BPA Correspondence Officer once posting is accomplished.
- E. **BPA Library and Public Information Office:** Catalogues the ROD and includes it in the permanent collection, which is available to the public.
- F. **Agency Compliance and Governance:** Monitors RODs to ensure they are consistent across all functions and publicly available.

250-1.8 Standards & Procedures

A. Originating Office:

1. Consult with the Office of General Counsel to determine if a ROD is required. Consider a variety of factors, including but not limited to policy and legal needs or requirements.
2. Draft and review the ROD within your area of responsibility.
3. Assign a point-of-contact, and include the following information within the document, both following the ROD's conclusion, and in the ROD's table of contents: name, organization, title, telephone and email address.
4. Attach the ROD to FORM 1325.68e, "Transmittal for Administrator/CEO Action" (TAC), and indicate which officials are required for review.
5. Document the status and location of the ROD throughout the TAC and vetting process, and follow up on any unusual delays.
6. Ensure that all reviewing officials identified on the TAC have reviewed the ROD and signed the TAC before the ROD is transmitted by the BPA Correspondence Officer to the Administrator for review and signature.
7. After the ROD has been signed by the BPA Administrator, upload an electronic version of the ROD to the BPA Electronic Record Management System (ERMS).
8. Ensure the paper and/or electronic ROD document(s) are retained as official records and filed using approved record schedules in accordance with the BPA Records Manual and the Organization File Outline.

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B. BPA Correspondence Officer:

1. Once a ROD has been signed by all reviewing officials, and is logged, forward the ROD and TAC to the BPA Administrator for review and signature.
2. Once completed, log the signed, returned TAC and ensure that it lists a point-of-contact, and includes the point-of-contact's name, organization, title, telephone number and email address.
3. Retain a written and electronic copy of the ROD for public release and notify the originating organization that the ROD is signed. Return the original TAC and signed ROD to the originating organization to retain in accordance with its file plan.
4. Complete and external Web content request and attach and electronic copy of the signed ROD, with an electronic signature (in the format: /s/ First M. Last, Month, day, year) within three days after the ROD is signed.
5. Visually verify that the ROD has been posted to the external Web page upon notification from IT that the ROD has been posted, and log the date.
6. Provide electronic copies of the signed ROD to the Chief Public Affairs Officer, the BPA Journal Editor, and the Policy Writing Manager for publication in the BPA Journal.
7. Provide paper and electronic copies of the signed ROD to the BPA Library and the Public Information Office to make available to the public.

C. BPA Help Desk/Information Technology(IT)

1. Within one business day of receipt of the ROD for posting on the external Web site, create a Customer Relationship Management (CRM) ticket.
2. Post the ROD to BPA's external Web site on the ROD page three business days after the CRM ticket's creation.
3. Notify the Correspondence Officer once the ROD has been posted.

D. BPA Library and Public Information Office: Catalogue the ROD and include it in the permanent collection, which is available to the public.

250-1.9 Performance & Monitoring

Public Affairs monitors compliance with procedures outlined in this policy to assure that all RODs listed in the TAC log, posted on BPA's external Web site, published in the BPA Journal, and stored in the BPA Library and Public Information Office records are available and consistent across all functions.

250-1.10 Authorities & References

A. BPA Correspondence Manual

B. BPA Manual Chapter 1122: Records Management

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C. BPA Manual Chapter 115: Federal Register Notices

250-1.11 Review

This policy is scheduled for review in 2019.

250-1.12 Revision History

Version	Issue Date	Description of Change
1	10/27/14	Migration of content to new BPA format.

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